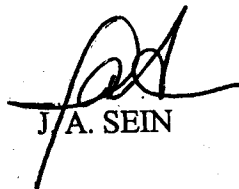


SURFACE OPERATIONS STANDARD OPERATING PROCEDURES CHAP-12

Subj: DOCKMASTER DUTIES AND RESPONSIBILITIES

Encl: (1) Duties and Responsibilities for Dockmaster
(2) Daily Pier Inspection Report
(3) Linehandling Chit
(4) Pier and Harbor Cleanliness Letter
(5) Dockmaster Qualification Form

1. Purpose. To Provide policy and guidelines for personnel assigned duties as Dockmaster at Naval Station, Roosevelt Roads, P. R.
2. Cancellation. SOP Chap-12, April 23, 1997 is hereby cancelled and superseded.
3. Responsibility. It is the responsibility of the Dockmaster to:
 - a. Administer the policies and procedures of this Chap.
 - b. Monitor non-pilot-assisted ship movements on Channel 13.
 - c. Provide on-pier supervision of linehandlers and other assistance as may be required on pilot-assisted moves.
4. Relationships.
 - a. In carrying out these duties, the Dockmaster reports directly to:
 - (1) The Port Services Division Officer (day) or Surface Operations Duty Officer (non-working hours) for non-pilot-assisted moves and for pier/bulkhead cleanliness.
 - (2) The Harbor Pilot on pilot-assisted moves.
 - b. The Section Leader is responsible to provide sufficient linehandlers to the dockmaster. The Section Leader will station himself on the pier during linehandling evolutions and act as Safety Observer.
5. Action. The Dockmaster will be guided by enclosure (1), in carrying out duties and responsibilities.
6. Qualification. Enclosure (5) shall be utilized to qualify at least two dockmasters in each duty station.


J/A. SEIN

Distribution: (See SOP CHAP-1)
List 1

DUTIES AND RESPONSIBILITIES FOR DOCKMASTER

1. On pilot assisted ship movement, the dockmaster shall:
 - a. Muster and brief line handlers 30 minutes prior to any scheduled movement. As a minimum, there should be six line handlers. Line handling party request chits (enclosure 3), will be used whenever possible. Only USN ships may be requested to provide line handlers.
 - b. Ensure the berth is inspected prior to the moor-IE: -PWD crane services on the piers, fenders in place if required, no vehicles, and all general obstructions removed.
 - c. Observe all safety precautions when working with lines under strain and on the piers. Absolutely no smoking on pier 1 at anytime or any other piers when fueling or ammo operations are in progress.
 - d. Ensure all linehandlers are at Parade Rest on every ship movement prior to the arrival or departure of a unit. Stand line handlers down at his or her discretion.
 - e. Ensure all the brows and CHT hoses are removed from piers if there is no scheduled arrival of a unit within the next 48 hours.
 - f. Provide the following information to the pilot, using brevity if possible:
 1. Arrival—when a ship is entering the berth, passage of foot markings, and when ship is in position.
 2. Departures—status of lines and when clear of the berth of the pier.
 - g. When a dockmaster is working with a vessel on channel 11 (without pilot), he will be required to know the following:
 1. Length of the ship
 2. Draft of the ship
 3. Depth of the water alongside all piers/berths, and length of each berth.
 4. Hotel services available at all piers, bulkheads, and berths.
2. The dockmaster may secure when he/she completes the face to face brief with the unit's CDO, or when the ship is clear of the berth/pier, or as directed by the pilot.
3. Above all, it should be kept in mind that the dockmaster works solely for the pilot during pilot assisted ship movements, and it should be so reported to any person attempting to intervene or direct the dockmaster otherwise. The dockmaster reports any and all incidents to the Port Operations Officer immediately.
4. The dockmaster will inspect the waterfront and piers at 0700 daily utilizing enclosure 2. The dockmaster shall immediately submit enclosure 2 to Port Services Officer (Duty Pilot on weekends and holidays), who will take action to correct discrepancies. Enclosure 4 shall be utilized by the Port Services Division Officer, (working hours), and Duty Pilot (non-working hours), to direct corrective action by ships.

NOTE: This instruction assumes a berth is completely squared away before a ship is berthed there, and that any subsequent disorder may be properly assigned to the ship for correction. The people indicated above will also direct corrective action by Port Operations Division. Corrective action will be completed the day it is reported.

5. Pick up Port Services Critique from the departing unit two hours prior to their departure.
6. As a direct representative of Naval Station, Roosevelt Roads, and to enhance the execution of his duties, the dockmaster (and line handlers) will always be in an inspection ready uniform and exercise proper military courtesies. Coveralls may be authorized providing they meet the following criteria. When choosing the uniform for line handling, it is the dockmaster's responsibility to ensure that all personnel are in the same uniform, and present a neat uniform appearance prior to assembly on the pier.

SURFACE OPERATIONS DEPARTMENT
U.S. NAVAL STATION
ROOSEVELT ROADS

SURFOPS SOP 3170.2C
NS
01 MAR 1994

SURFACE OPERATIONS DEPARTMENT SOP 3170.2C

Subj: DOCKMASTER DUTIES AND RESPONSIBILITIES

Encl: (1) Duties and Responsibilities of Dockmasters
(2) Daily Pier Inspection Report
(3) Linehandling Chit
(4) Pier and Harbor Cleanliness Letter
(5) Dockmaster Qualification Form

1. Purpose. To provide guidance relevant to dockmaster duties responsibilities.

2. Cancellation. SURFOPSINST 3170.2B

3. Responsibility. It is the responsibility of the dockmaster to:

a. Administer the policies and procedures of this instruction.

b. Monitor non-pilot assisted ship movements on channel 12.

c. Provide on-pier supervision of linehandlers and other assistance as may be required on pilot-assisted moves.

4. Relationships.

a. In carrying out these duties, the dockmaster reports directly to:

(1) The Port Services Division Officer (day) or Duty Harbor Pilot (non-working hours) for non-pilot-assisted moves and for pier/bulkhead cleanliness.

(2) The Harbor Pilot on pilot assisted moves.

b. The Duty Officer is responsible to provide sufficient linehandlers to the dockmaster. The Duty Officer will station himself on the pier during linehandling evolutions and act as Safety Observer.

5. Action. The Dockmaster will be guided by enclosure (1) and will use enclosures (2) through (4) in carrying out duties and responsibilities.

Duty Pilot	Target/Deep Draft
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Duty Pilot	SSN
------------	-----

Duty Pilot	SSN
------------	-----

Dockmaster under instruction
without pilot

Qualified Dockmaster	PHM
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Qualified Dockmaster	PHM
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Qualified Dockmaster	Barge
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Recommended by

Port Services CPO/LPO

Recommended by

Senior Harbor Pilot

Recommended by

Port Services Officer

Approved by

Department Head

DOCKMASTER QUALIFICATION

Name: _____ Rate: _____

Knowledge of and capability in the following items are required to be demonstrated to the persons indicated in order to qualify as Dockmaster. When signatures for all items are obtained, the prospective Dockmaster should deliver this form to his/her section leader for recommendation for qualification.

DESIGNATED SECTIONS CHECK LIST

<u>ITEM</u>	<u>SUPERVISOR-SIGNATURE</u>	<u>DATE</u>
Dockmaster Instruction	_____	_____
	Port Control CPO/LPO/Pilot	
Linehandlers and Safety Precautions	_____	_____
	Rated BM/E-6 or above	
Voice Radio Fundamentals	_____	_____
	Port Control CPO/LPO	
Ships Characteristics	_____	_____
	Harbor Pilot	
Berth Characteristics	_____	_____
	Harbor Pilot	
Pier Sounding	_____	_____
	Harbor Pilot	
Pier Cleanliness	_____	_____
	Harbor Pilot	
Line Handling Chits	_____	_____
	Port Control CPO/LPO/Pilot	
Hotel Services	_____	_____
	Port Control CPO/LPO/Pilot	
Dockmaster under instruction	_____	_____
	Duty Pilot	Surface
	_____	_____
	Duty Pilot	Surface
	_____	_____
	Duty Pilot	Tanker

PIER AND HARBOR CLEANLINESS LETTER

From: Commanding Officer, U.S. Naval Station, Roosevelt Roads
To: Commanding Officer,

Subj: PIER AND HARBOR CLEANLINESS

Ref: (A) NAVSTAROOSRDSINST 5400.1U

1. Chapter 1 of reference (a) states visiting ship's responsibilities for cleanliness of piers and adjacent areas.
2. You are requested to take corrective action on discrepancy(ies) noted below:

Date: _____ Time: _____ Pier: _____

- a. Shore Power Cables _____
- b. Pier/Parking area needs policing _____
- c. Refuse containers and /or surrounding area _____
- d. Pilots/Dunnage _____
- e. Vehicles parked/firelane _____
- f. Old/new equipage left on pier _____
- g. Trash/debris in water around ship _____

Note: If you have any questions on/or rebut this chit, please call 4005/4889. Notify the Port Services Officer, 4005/4889, of completed corrective action prior to 1400 on the day of the report.

By direction

Pier/Harbor Inspector

CDO/OOD/of Ship/Acty

DUTIES AND RESPONSIBILITIES FOR DOCKMASTER

1. On pilot-assisted ship movement, the dockmaster shall:

a. Muster and brief linehandlers 30 minutes prior to scheduled movement. As a minimum, there should be six (6) linehandlers. Line handling party request chits (enclosure (3)) will be used when possible. Only USN ships may be requested to provide linehandlers.

b. Ensure the berth is prepared for the movement--PWD crane services on the pier, no loose lines in the water or hanging over pier facing, no general obstructions, etc.

c. Observe all safety precautions when working with lines under strain and on the piers, in general. Absolutely no smoking on pier one at anytime, or any other pier when fueling or ammo operations are in progress.

d. Provide the following information to the pilot, as briefly as possible:

(1) Arrival--when ship is entering the berth, passage of foot markings, when ship is in position.

(2) Departure--status of lines and when clear of the berth or pier.

e. When a dockmaster is working with a vessel on channel 12 (without pilot), he will be required to know the following:

(1) Length of ship.

(2) Draft of ship.

(3) Depth of water alongside of all piers/berths, and length of each berth.

(4) Hotel services available at all piers, bulkheads, and berths.

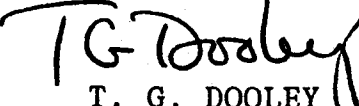
2. The dockmaster may secure when all lines are doubled and accommodation ladder is down, or the ship is clear of the berth/pier, or as directed by the pilot.

3. Above all, it should be kept in mind that the dockmaster works solely for the pilot during pilot-assisted ship movements and it should be so reported to any person attempting to intervene or direct the dockmaster otherwise.

Encl (1)

SURFOPS SOP 3170.2C

6. Qualification. Enclosure (5) shall be used to qualify at least two dockmasters in each duty section.


T. G. DOOLEY

**U.S. NAVAL STATION
ROOSEVELT ROADS, PR**

FROM: PORT OPERATIONS OFFICER

TO: COMMAND DUTY OFFICER, USS _____

SUBJ: Line Handling party; request for

REF: (a) FLEET GUIDE ROOSEVELT ROADS

1. In accordance with reference (a), the services listed below are requested for the docking/undocking of:

USS _____

LINE HANDLERS _____ P.O. _____

REPORT TO PIER _____ AT _____

2. Line handling party will be in uniform of the day augmented by such foul weather clothing as may be appropriate. Coveralls are not considered a uniform of the day.

SIGNATURE

DATE

OOD SIGNATURE

TIME

DATE

LINE HANDLING PARTY REQUEST

ENCLOSURE (3)

ENCL (3)

From: Dockmaster, Port Operations, U.S. Naval Station Roosevelt Roads
 To: Port Operations Officer, U.S. Naval Station Roosevelt Roads

Subj: DOCKMASTER DAILY PIER INSPECTION REPORT

1. The following conditions were noted during daily pier inspection:

CONDITION OF	PIER/BERTH										BLKD	A B C			D	FLT/LNDG
	1/1	1/2	2/1	2/2	3/1	3/2	3/3	3/4								
PIER																
BERTH																
DUMPSTERS																
CHT HOSE REMOVED																
FUEL HOSE																
WATER HOSE																
BROW/PLATFORM REMOVED																
PARKING AREA																
LIGHTS																
SHORE POWER CABLES																
TELEPHONE CABLES																
OVERALL CONDITION																
REMARKS																
SHIP/INIT																

Condition Codes:

- | | |
|------------------------------|---------------------------|
| 1. Requires emptying | 7. Safety Violations (men |
| 2. Requires sweeping | 8. Graffiti |
| 3. Trash/cans/paper | 9. On |
| 4. Gear/pallets/boxes adrift | 10. Requires restaging |
| 5. Unauthorized vehicles | 11. Damaged |
| 6. Debris in water adjacent | |

U - UNSAT S - SAT

ENCL (2)

**U.S. NAVAL STATION
ROOSEVELT ROADS, PR**

FROM: SURFACE OPERATIONS OFFICER

TO: COMMANDING OFFICER, USS _____

SUBJ: Line Handling party; request for

REF: (a) FLEET GUIDE ROOSEVELT ROADS

1. In accordance with reference (a), the services listed below are requested for the docking/undocking of:

USS _____

LINE HANDLERS _____ P.O. _____

REPORT TO PIER _____ AT _____

2. Line handling party will be in the uniform of the day augmented by such foul weather clothing as may be appropriate.

SIGNATURE

DATE

OOD SIGNATURE

TIME

DATE

LINE HANDLING PARTY REQUEST

ENCLOSURE (3)

ENCL 3

SURFOPS SOP 3170.2C

4. The dockmaster will inspect the waterfront and piers at 0710 daily using enclosure (2). The dockmaster shall immediately submit enclosure (2) to Port Services Officer (Duty Pilot on weekends and holidays) who will take action to rectify discrepancies. Enclosure (4) shall be used by the Port Services Division Officer, (working hours) and Duty Pilot (non-working hours) to direct corrective action by ships.

a. This instruction assumes a berth is completely squared away before a ship is berthed there, so that any subsequent disorder may be properly assigned to the ship for correction.

b. Corrective action by a division of Surface Operations Department will also be directed by the people indicated above. An oral instruction will suffice. Corrective action must be completed the day it is notified to a division.

c. Two hours before a ship is scheduled to depart, the Dockmaster shall personally inspect the pier for cleanliness, discarded pallets, and other debris left behind. Additionally, he shall check the dumpsters for presence of HAZMAT, to include empty containers.

d. The senior ship present at pier 3 is responsible for cleanliness of the pier, both sides of the road leading up telephone exchange/Drag-on Inn and the lounge area outside of Drag-on Inn.

5. As a direct representative of Naval Station, the dockmaster (and linehandlers) shall always be properly attired and exercise proper military courtesies. Any problems encountered, record the time, place, and personnel involved, by name, so that corrective action can be taken.

PIER AND HARBOR CLEANLINESS LETTER

From: Commanding Officer, U.S. Naval Station Roosevelt Roads
To: Commanding Officer,

Subj: PIER AND HARBOR CLEANLINESS

Ref: (A) NAVSTAROOSRDSINST 5400.1

1. Annex K of reference (a) states visiting ship's responsibilities for cleanliness of piers and adjacent areas.

2. You are requested to take corrective action on discrepancy(ies) noted below:

Date:_____ Time:_____ Pier:_____

a. Shore Power Cables/_____

b. Pier/Parking area needs policing_____

c. Refuse containers and/or surrounding area_____

d. Pallets/Dunnage_____

e. Vehicles parked/firelane_____

f. Old/New equipage left on pier_____

g. Trash/Debris in water around ship_____

Note: If you have any questions on/or rebut this chit, please call 4005/4889. Notify the Port Services Officer, 4005/4889, of completed corrective action prior to 1400 on the day of report.

By direction

Pier/Harbor Inspector

CDO/OOD/of Ship/Acty

(Dockmaster)

Encl (4)

DOCKMASTER WEEKLY PIER INSPECTION REPORT

DATE: _____

INSPECTED BY _____
SHIP OR UNIT RESPONSIBLE FOR _____

UNSAT/CONTACTED

PIER/BERTH NUMBER	1/1	1/2	2/1	2/2	3/1	3/2	3/3	3/4	A	B	C	D	F/L
BERTH													
PIER													
DUMPSTER													
CHT HOSE													
FUEL HOSE													
BROW/PLATFORM													
PARKING AREA													
LIGHTS													
OVERALL CONDITION													

CONDITION CODES

1. REQUIRES EMPTYING
2. REQUIRES SWEEPING
3. TRASH/CANS/PAPER
4. GEAR/PALLETS/BOXES ADRIFT
5. UNAUTHORIZED VEHICLES
6. DEBRIS IN WATER ADJACENT
7. SAFETY VIOLATION MEN WORKING THE SIDE
8. GRAFFITI
9. ON
10. REQUIRES RESTAGING
11. DAMAGED

OVERALL CONDITION

S-SATISFACTORY
U-UNSATISFACTORY

A-BLKD "A"

B-BLKD "B"

C-BLKD "C"

D-BLKD "D"

F/L-FLEET LANDING

DOCKMASTER QUALIFICATION
FORM

Name: _____ Rate: _____

Knowledge of and capability in the following items are required to be demonstrated to the persons indicated in order to qualify as Dockmaster. When signatures for all items are obtained, the prospective Dockmaster should deliver this form to his/her section leader for recommendation for qualification.

DESIGNATED SECTIONS CHECK LIST

<u>ITEM</u>	<u>SUPERVISOR-SIGNATURE</u>	<u>DATE</u>
Dockmaster Instruction	_____	_____
Linehandlers and Safety Precaution	_____	_____
Voice Radio Fundamentals	_____	_____
Ships Characteristics	_____	_____
Berth Characteristics	_____	_____
Pier Sounding	_____	_____
Pier Cleaniness	_____	_____
Line Handling Chits	_____	_____
Hotel Services	_____	_____
Dockmaster under instruction with pilot	_____	_____

Port Control CPO/LPO/Pilot

Rated BM/E-6 or above

Port Control CPO/LPO

Harbor Pilot

Harbor Pilot

Harbor Pilot

Harbor Pilot

Port Control CPO/LPO/Pilot

Port Control CPO/LPO/Pilot

Duty Pilot (surface)

Encl (5)

SURFOPS SOP 3170.2C

Dockmaster U/I with pilot

Duty Pilot (surface)

Duty Pilot (tanker)

Duty Pilot (target/deep draft)

Duty Pilot (SSN)

Duty Pilot (SSN)

Dockmaster under instruction
without pilot

Qualified Dockmaster (vessel)

Qualified Dockmaster (vessel)

Qualified Dockmaster(barge)

Recommended by

Port Services CPO/LPO

Recommended by

Senior Harbor Pilot

Recommended by

Port Services Officer

Qualified by

Department Head